

INDIVIDUAL CAR PARKING SEASON TICKET APPLICATION FORM



Select your season ticket	Select
24/7 Premium - Access to all three car parks: (Grafton East & West, and Queen Anne Terrace)	
24/5 - Monday to Friday 24-hour access (one car park only)	
Daytime - Monday to Friday 8am to 6pm (one car park only)	
Night Owl - 7 days from 5pm to 9am (one car park only)	

Select your car park					
Grafton East		Grafton West		Queen Anne Terrace	

Select payment frequency (payments taken by direct debit at start of period)			
Monthly		Quarterly	

Your Details	
Name	
Address	
Daytime Telephone Number	
Email address	
Job Title	

**By submitting this form, I declare that all the information given in this application is correct and I will abide by the terms and conditions of use.
I give consent for Cambridge City Council to hold and process my personal data and contact me with matters regarding car parking.**

Signature	
Date	

Your employer is required to complete and sign the section below to confirm that they support this application and that they are a Cambridge based business

Business Details

Business Name	
Business Address	
Telephone & email	

**By signing this form, I confirm that the applicant is an employee of the named business and I support this parking application.
I give consent for Cambridge City Council to hold and process my personal data.**

Managers Name	
Signature	
Date	

The completed application form can be either scanned in and attached to an email or sent in the post to the address below.

Note that direct debit forms must contain a hand written signature, electronic signatures cannot be accepted.

For help please contact the Parking Services Team

carparks@cambridge.gov.uk

01223 458515

**Cambridge City Council Parking Services
PO Box 700
Cambridge CB1 0JH**

Parking Services Use Only	Issued by	Date of Issue

SEASON TICKET TERMS AND CONDITIONS

Season Ticket users must comply with the terms of the City of Cambridge (Off-Street Parking Places) Order AND with the following terms and conditions. The applicant is liable for any default of these terms and conditions.

1. The City Council reserves the right to refuse to issue a season for any reason it deems appropriate for the good management of car parking.
2. Only one season ticket will be issued per applicant and are available, according to the option purchased, at Grafton East, Grafton West and Queen Anne Terrace multi-storey car parks:
 - **24/7 Premium** - access to all three car parks: Grafton East, Grafton West and Queen Anne Terrace
 - **24/5** - Monday to Friday 24-hour access (one car park only)
 - **Daytime** - Monday to Friday 8am to 6pm (one car park only)
 - **Night Owl** - 7 days from 5pm to 9am (one car park only)
3. Use of the car park using the season ticket is authorised only for the applicant and is not transferable. Any misuse will lead to the season ticket being cancelled and a refund may not be offered.
4. Parking season ticket holders are not guaranteed a parking space and no spaces can be reserved
5. The season ticket holder must always park the vehicle safely within 'standard' marked parking bays.
6. Failure to use the valid season ticket bar code when entering & leaving the car park will result in the season ticket holder being required to pay the normal daily rate for parking. **This amount will be non-refundable.**
7. If the season ticket holder exits the car park outside of the times of the chosen season ticket band, then the season ticket bar code must be used to pay the excess charge due at the pay machine before returning to the vehicle. **This amount will be non-refundable.**
8. Loss or theft, or accidental sharing of the season ticket must be reported immediately to Parking Services. A replacement bar code will be issued within 7 working days after receipt of the £10 charge.
9. The season ticket holder must notify Parking Services of any change to the following:
 - i. employment
 - ii. home or business address
 - iii. contact detailsFailure to do so may result in the season ticket being cancelled and a refund may not be offered.
10. Payment for your season ticket will only be accepted by Direct Debit. The Direct Debit must be in the name of the applicant. Any days prior to the start of the next period (month or quarter) will be calculated on a pro rata basis.
11. Cambridge City Council reserves the right in its absolute discretion to cancel the season ticket immediately and to refuse to re-issue the season ticket for whatever reason. Non-payment will result in the season ticket being cancelled with immediate effect.

12. The season ticket may be cancelled by the business at any time giving a minimum of five working days written notice. The season ticket will still be chargeable up until the end of the calendar month following cancellation. Any whole months remaining within the charging period will be refunded
13. Season ticket bar codes remain the property of Cambridge City Council and are administered by the Parking Services department. Cambridge City Council reserves the right to amend its terms and conditions of use at any time
14. The City Council does not accept any responsibility for: loss or damage to vehicles parked in this car park or the contents of, unless such loss or damage is caused by the negligence of Cambridge City Council
15. The season ticket holder shall be liable for and shall indemnify and keep indemnified the Council against any claims arising whatsoever and however arising directly or indirectly out of or in connection with the use of the car park unless such claim arises out of negligence of the Council.
16. Requests by a member of Cambridge City Council Parking Services staff to move your vehicle must be complied with.
17. The maximum period for which the vehicle may be parked without being moved within the car park or out of the car park is forty-eight hours. The vehicle may be removed by the Council if it is left unattended and the Council is unable to make contact with the business for a period of four weeks.
18. The vehicle must be used for personal and business transport only and must not be used wholly or mainly for storing personal or business goods.

City of Cambridge (Off Street Parking Places) Order
<https://www.cambridge.gov.uk/off-street-parking-orders>

PRIVACY NOTICE

Why are we asking for your personal information?

We require your personal data to provide you with a car park season ticket.

This is necessary for a contract or to take steps at your request prior to entering into a contract. We cannot process your application unless you provide this personal information. If you do not or if you refuse to allow us to share information we will not be able to carry out the service for you and cannot be held responsible for any consequences to you of it not being carried out. We will not be able to issue you with a season ticket if we are not able to hold and process your personal information. We may automate decisions and will inform you if we have done this as soon as reasonably practicable and provide you with access to our Data Protection Policy.

You hold the following rights with regards to the personal data you provide us:

- Right to Access – You have the right to access (receive a copy) of your personal data and supplementary information.
- Right to Rectification – You have the right to have any inaccurate or incomplete personal data rectified.
- Right to Erasure – You have the right to request the erasure of your personal data so long as it's processing is no longer necessary for the purposes for which it was obtained or unlawfully obtained (non-exhaustive) or the information is required for a legal obligation or if it is needed to defend a legal claim.
- Right to Data Portability - You have the right to request your personal data which you have provided to us to be supplied in a 'structured, commonly used and machine readable format (e.g. CSV). You may request that this information is supplied directly to another data controller on your behalf.
- Right to Restriction – You have the right to request a restriction of the processing of your personal data in situations where it is inaccurate, unlawful, and no longer needed for the purposes for which it was originally collected, or if a withdrawal of consent has been made.

Sharing your information

We may share your personal data with the Police or other security bodies. We may process the information you provide to prevent and detect fraud in any of our systems and may supply information to government agencies, credit reference agencies, audit or other external bodies for such purposes. We participate in the governments National Fraud Initiative.

If any of the information we have about you is incorrect, please tell us, we are reliant on you assisting us to keep your information accurate and up to date.

Retention of your personal information

We only keep your information as long as necessary, for some items this will be dictated by law. You can find out more by looking at the Councils Retention Policy on the web site.

Cambridge City Council is a registered Data Controller with the Information Commissioners Office. You can find out more about how we handle your data by visiting the Councils Privacy Notice page on the web site. If you have a query regarding your rights please contact the Data Protection Officer who can be contacted by emailing infogov@3csharedservices.org or you can write to the Council and mark your letter for the attention of the Data Protection Officer. Alternatively you can call 07864 604221 or 01954 713318.

You have the right to lodge a complaint with the Information Commissioner's Office (ICO) should you believe any part of this statement to be unlawful.

